

CONNECTICUT MANAGEMENT ASSOCIATION

CONSTITUTION & BY-LAWS

ARTICLE I

NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization is the Connecticut Emergency Management Association.

Section 2. The primary territorial limits of this Association shall be confined to Connecticut.

ARTICLE II

PURPOSE

Section 1. The purpose of this Association shall be:

- A. To coordinate the efforts of its members in a common front to protect the lives and property of all persons within its territorial limits. To coordinate and assist in the efforts of all member organizations throughout the State of Connecticut with emergency preparedness responsibilities, including those for cities, town, and districts.
- B. To serve for the constant improvement of standards, practice and effectiveness of Emergency Management activities in the State of Connecticut. To collect and disseminate helpful information concerning matters related to emergency preparedness. To coordinate the contact between the Local, State and Federal Emergency Management.
- C. To serve as a clearinghouse of experiences, ideas and suggestions. To promote successful courses of action among association members and agencies both private and governmental, in those matters pertinent to Emergency Management Programs.
- D. To afford opportunities for members to keep abreast of new developments and approved principles relating to Emergency Management Programs.
- E. To act in concert with, and in a professional advisory capacity, to other organizations, private or governmental, primarily in the State of Connecticut in those matters regarding Emergency Management.

ARTICLE III

MEMBERSHIP AND FEES

- Section I. A. MEMBERSHIP: Individual.** Membership in this association shall be confined to persons who have paid their annual dues in the Connecticut Emergency Management Association. Membership may be transferred from one individual to another within the same organization holding the same or similar position.
- B. MEMBERSHIP: Associate.** Associate membership may include professional, technical persons and staff members of any active member. Associate members may also include insurance agents, homebuilders, fire marshals, building inspectors, flood plain managers etc. Association members shall not have voting privileges.
- C. MEMBERSHIP: Corporate.** Corporate membership shall include any corporation that expresses interest in, or has, common functions of Emergency Management activities.
- D. MEMBERSHIP: Lifetime.** The Association may appoint persons to Lifetime Membership who have been actively engaged in Emergency Management work at any level upon approval of the Association Members present and voting at a business session. Such person shall be eligible only after having retired from such Emergency Management related work. In the event such named person(s) after being appointed a Lifetime Member should re-enter the work force (for pay) in the Emergency Management field, his or her Lifetime Membership will become null and void. Such membership could be re-appointed only after future retirement from such related work and upon Association vote.

Lifetime members shall not have voting privileges.

- Section 2.** Annually the Association Treasurer will solicit renewal of all ongoing members. The Treasurer will invoice each member for dues at the beginning of the calendar year.

- E. MEMBERSHIP FEES.** The fee for each membership shall be paid annually, in advance on a calendar year basis.

FEE SCHEDULE

ELIGIBLE VOTES

INDIVIDUAL MEMBERSHIP: \$25.00	1
ASSOCIATE MEMBERSHIP: \$25.00	0
CORPORATE MEMBERSHIP: \$100.00	1

**OTHER EMERGENCY ORGANIZATIONS
AND
LOCAL/STATE/FEDERAL ORGANIZATIONS**

(State Fire Association, CT Rescue Association, CTOEMS, CTEMA, Search Dog Associations, County Fire/Rescue Associations, Traffic Control Groups, Amateur Radio Operator Groups, CDOT, CDOC, National Guard, Civil Air Patrol, law enforcement and etc.

AGENCY MEMBERSHIP: \$25.00

ARTICLE IV

OFFICERS

- Section 1. The officers of the Association shall consist of a President, Vice-President, Secretary and a Treasurer who shall be a member of a local Emergency Management Agency. Officers shall be elected at the Fall Conference by a majority of the members present.
- Section 2. No person shall hold office in this Association unless qualified as a member. (Dues paid)
- Section 3. The officers, elected at the Fall Conference, will assume their duties following the conference.
- Section 4. The President may appoint a Parliamentarian.
- Section 5. The President may appoint a Chaplain.
- Section 6. The Immediate Past President shall be a member of the Executive Committee.
- Section 7. Should a vacancy occur in the Executive Committee by death, resignation or any cause other than expiration of term of office, the vacancy shall be filled in the following manner. Should the vacancy be as the incumbent President or should it be as to the Vice-President, this office shall remain vacant until the next Annual Conference of the membership. Should the vacancy be as to the Secretary, Treasurer, the President shall appoint an active member to fill the vacancy. Should the vacancy be as to the Immediate Past President the President may appoint some other Past President to serve for the remainder of the time.
- Section 8. In case both President and Vice-President are absent, or unable to perform their duties, the members of the Executive Committee, as the case may be, may appoint a President pre-tempore.

ARTICLE V

DUTIES OF OFFICERS

- Section 1. **President.** The President shall preside at conferences/meetings of the members and the Executive Committee, sign the records, and perform generally all the duties usually performed by Presidents of like organizations and such other and further duties as shall be, from time to time, required by the members of the Executive Committee.
- Section 2. **Vice President.** The Vice President shall perform all the duties of the President in case of the absence or disability of the latter.
- Section 3. **Secretary.** The Secretary shall keep the minutes of all the proceedings of the conferences/meetings of the members and the Executive Committee of this Association and make a proper record of the same which shall be attested by said person. In addition, thereto, this person shall perform such additional duties as are delegated by the Executive Committee.
- Section 4. **Treasurer.** The Treasurer shall receive and have in charge, all monies and securities belonging to this Association or collected in its name, and shall disburse or otherwise deal with the same as shall be ordered by the Executive Committee. A separate itemized statement shall be kept on the Spring and Fall Conferences indicating all credits and debits that pertain to each conference. Thirty days (30) days after each conference an itemized audit will be presented to the president and executive committee for approval. This statement will be presented at the next conference to the full membership and will be included in the financial statement. An inventory of all association property will be conducted and presented with the financial statement at each conference. All checks will be signed by the Treasurer with the concurrence of the President of the Association.

The Treasurer shall invoice each member for dues at the beginning of each calendar year.

- Section 5. **Parliamentarian.** The parliamentarian shall advise the officers and members of all matters of procedure not specifically covered by the Constitution of this organization.
- Section 6. **Chaplain.** The Chaplain shall preside over all religious matters and activities concerning the Association.

ARTICLE VI

NOMINATION OF OFFICERS

- Section 1. At least thirty (30) days prior to each Fall Conference there shall be appointed by President, a Nominating Committee consisting of seven (7) active members. Two (2) each from the three (3) different branches, plus one at large. The committee shall present a slate of nominees to the members at the Fall Conference. Further, the presiding officer shall call for nominations from the floor.

Section 2. Nominee for an office shall have been an active member of the Association for a period of no less than three (3) years.

Section 3. Elected officers shall be installed in the business session at the end of the Fall conference with term to run one year (unless reelected).

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the Association, the Immediate Past President, Chairperson of Standing Committees, and two (2) members each of the three (3) Emergency Management branches.

Section 2. The Executive Committee shall meet at each conference of the Association, and at such other times as may be called by the President. As soon as practical, after the Fall conference, the committee shall meet to formulate plans for the new year.

Section 3. The Executive Committee may appoint a person or persons to edit and publish an official publication for the Association and secure advertising therein in accordance with regulations as established by the Executive Committee.

ARTICLE VIII

COMMITTEES

Section 1. The President shall appoint the following standing committees: Nominating, Award, Membership, Legislative, Constitution and By-Laws, Site, Training, Program and Technology. The minimum number of members of each committee shall be seven (7); two (2) each from the three (3) different branches and one (1) at large.

Section 2. Special committees may be appointed by the President, and they shall perform such duties as may be defined in their creation.

ARTICLE IX

DUTIES OF STANDING COMMITTEES

Section 1. The duties of the Nominating Committee are as described in Article V.

Section 2. The duties of the Awards Committee shall be to determine the assignments of such awards as are available.

Section 3. The duties of the Membership Committee shall be to actively seek new members in all categories for the Association.

- Section 4. The duties of the Legislative Committee shall be to keep aware of all proposed legislation affecting the Emergency Management program at the County, State, or Federal level, and to inform Association members of such legislation and request action by the members, if needed.
- Section 5. The duties of the Constitution and By-Laws Committee shall be to review and update the Constitution and By-Laws for presentation to the membership.
- Section 6. The duties of the Site Committee shall be to select a site for the Spring and Fall Conferences in the best interest of the membership.
- Section 7. The duties of the Training Committee shall be to work with the NC Division of Emergency Management in assuring that useful and up-to-date training is made available to the membership throughout the state.
- Section 8. The duties of the Program Committee shall include deciding the agenda for the spring and fall conferences.
- Section 9. The duties of the Technology Committee shall include keeping abreast of new technology and its utilization in Emergency Management.

ARTICLE X

CONFERENCES/MEETINGS

- Section 1. The Association shall meet as follows, unless otherwise changed by the Executive Committee. The Fall Conference shall be held in one of the following months; September, October, or November. The Spring Conference shall be held during one of the following months; March, April, or May. The date and place of the conference will be as determined by the Site Committee with approval of the Executive Committee.
- Section 2. The membership shall be notified of all conferences sixty days prior to conference date. Members present at any conference, meeting of the Executive Committee shall constitute a quorum.

ARTICLE XI

FISCAL YEAR

- Section 1. The fiscal year of this organization shall be the Association fiscal year, which shall also correspond with the calendar year, January 1 through December 31.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution of this organization.

ARTICLE XIII

AMENDMENTS

Section 1. The Constitution and By-Laws may be amended at the Fall Conference of this Association by a two-thirds (2/3) vote of the members at least ten (10) days in advance of said conference. Such notice shall contain a copy of the amendment. Proposed amendments must be submitted through the Constitution and By-Laws Committee or the Executive Committee at least sixty (60) days in advance of the Fall Conference.

ARTICLE XIV

TRAVEL EXPENSES

Section 1. Travel expenses paid by the Association, with prior approval of the Executive Committee, shall be limited to expenses incurred by the President or representative of the membership. The expenses must be related to official business on which the President and/or membership representative are representing the Association.

ARTICLE XV

DISCLAIMER OF ENDORSEMENTS

No individual member or group of members of this Association shall have the authority to endorse or recommend any product or service in the name of this Association.

ARTICLE XVI

REVOCATION

Upon the adoption of these By-Laws by the membership of the Association, all prior editions and revisions are hereby revoked.

ARTICLE XVII

VOTING

Any active member may designate a person of his choice to cast a proxy vote on any matter of this Association. The active member shall notify the Association Secretary in writing twenty-four hours in advance of the commencing of any business meeting of the Association.

ARTICLE XVIII

QUORUMS AT MEETINGS

A majority of the eligible members present at any properly called meeting of the Association will constitute a quorum. A majority of the Executive Committee or Committees appointed by the President, present at any properly called meeting, will also constitute a quorum.

APPROVAL:

<u>Dewayne West</u>	<u>3-17-98</u>	<u>Janet S. Tucker</u>	<u>3/1/99</u>
(President)	(Date)	(Secretary)	(Date)

<u>Steadman Meares</u>	<u>2/25/99</u>	<u>Suzanne B. Hamby</u>	<u>3/4/99</u>
(Vice-President)	(Date)	(Treasurer)	(Date)

Adopted: September 21, 1971
Amended: September 18, 1973
Amended: September 11, 1979
Amended: September 30, 1980
Amended: September 14, 1981
Amended: September 21, 1982
Amended: September 20, 1983
Amended: October 16, 1986
Amended: October 31, 1989
Amended: October 14, 1992
Amended: October 26, 1994
Amended: November 1, 1995
Amended: March 17, 1998